



DC Department of Employment Services
Workforce Development Bureau

**2020 Office of Apprenticeship, Information and
Training (OAIT) Intermediary Initiative**
Request for Applications (RFA)

RFA No.: DOES-Workforce Intermediate Initiatives 2019

RFA Release Date:

January 15, 2020

Pre-Application Conference

Department of Employment Services
4058 Minnesota Avenue NE
Washington, DC 20019

Date: January 29, 2020

Time: 11:00 a.m to 12:30 p.m.

Attendance is highly encouraged.

Please confirm attendance at: ogagrants@dc.gov

Applicant must submit Letter of Intent to apply no later than
February 5, 2020 at 5:00 PM via Grants Management System

Application Submission Deadline:
February 14, 2020 at 5:00 p.m. EST

*Applications shall be submitted electronically through the Grants Management Portal, click
here: [Grants Management System](#)*

PAPER, LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

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Section A: Funding Opportunity Description

Background

The District of Columbia Department of Employment Services' (DOES) mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES prepares District residents for the workforce and connects them to employment opportunities. DOES is dedicated to educating participants about workforce readiness, high-growth industry, career exploration, and academic enrichment through experiential, hands-on programs. DOES is committed to delivering services to District residents who are underemployed or unemployed as well as work readiness training to prepare them for the expectations of the workplace.

The Office of Apprenticeship, Information, and Training (OAIT) is the State Apprenticeship Agency (SAA), which has oversight of the apprenticeship system in the District of Columbia. OAIT monitors apprenticeship programs to ensure compliance and the implementation of quality training for all registered apprentices. OAIT also provides guidance and technical assistance to new and current apprenticeship sponsors regarding federal and local regulations, in addition to program regulation, for a successful program.

Apprenticeships combine on-the-job learning, with classroom-related instruction, teaching entry-level workers the practical and theoretical aspects of highly skilled occupations. Apprenticeship programs are sponsored by individual employers, employer associations, and joint labor-management groups. Apprenticeship sponsors also have eligibility requirements that vary and can include education and aptitude testing.

Sponsors are required to ensure their programs are comprised of the five basic components:

- 1) Employer involvement;
- 2) Structured on-the-job learning;
- 3) Job-related technical instruction;
- 4) Rewards for skill gain; and,
- 5) Nationally-recognized occupational credential.

Registered Apprenticeship Programs (RAPs) are proven models of apprenticeship that have been validated by U.S. Department of Labor (DOL) or the SSA, offering workers paid relevant workplace experiences and enable employers to access a workforce while developing their skilled future talent immediately. RAPs are proven solutions for businesses to recruit, train, and retain highly skilled workers.

In the District, RAPs are primarily comprised of construction and Information Technology (IT) sectors, which are traditional occupations. Given the District's substantial revitalization efforts, construction occupations for carpenters, brick-masons, sheet metal workers, plumbers, HVAC technicians, cement masons, and electricians meet the employer-driven demands for highly skilled workers. IT occupations such as cloud administrators and helpdesk technicians continue to supply highly-trained individuals to District employers. The RAP opportunities create a viable and sustainable career pathway to the middle class for Washingtonians.

Scope

As part of the Apprenticeship Intermediary Initiative, DOES' OAIT is seeking high quality, structured and innovative grant applications from organizations to develop and implement pre-apprenticeship initiatives that lead to registered apprenticeship opportunities for minority youth (in-school and out-of-school), inclusive individuals (individuals possessing physical or mental condition(s) that limits movements, senses, or activities), and veterans.

In order to expand innovative programming and meet the demands of District residents, this pre-apprenticeship initiative must lead to direct entry into a registered apprenticeship program that features 1) work-based job training and 2) credential attainment for District residents sixteen (16) years of age and older. Participants will be registered with D.C. Department of Employment Services as pre-apprentices and receive related instruction in order to gain industry-recognized credentials and on the job learning. After completion of the program, pre-apprentices are to be transitioned into a registered apprenticeship program.

The total funding available for this grant opportunity is \$195,000 which will be awarded across the three program areas of focus listed below. **Please note these funds cannot be used to provide participant wages.**

(1) MINORITY YOUTH APPRENTICESHIPS (\$60,000 for a minimum of 25 enrollees)

Youth apprenticeships are effective tools for improving the lives of young people who may have trouble entering and staying in the workforce. Youth apprenticeships, because of their course component, also can narrow the gap in postsecondary attainment for young, minority men and women. Moreover, youth apprenticeships can build connections to the workforce for students who are less likely to complete two or four-years of college. According to the Bureau of Labor Statistics, the youth unemployment rate of 9.1 percent in July 2019 represents the lowest youth unemployment rate since July 1966.

Generally, youth apprenticeship programs are offered in two ways: registered apprenticeships that target to in-school youth and pre-apprenticeship programs that provide avenues to registered apprenticeships after high school. The Department of Labor reports that there were more than 2,000 new apprenticeship programs implemented in 2017, which includes six new programs right here in the District that connects residents to both traditional and non-traditional industries.

This grant opportunity is for an entity to enroll youth, ages 16-24, in a youth pre-apprenticeship opportunity in the District that provides the following: supportive services (transportation, uniforms, boots, tool belts, assistance with apprenticeship applications and exam fees (if applicable), etc. Students will be registered with D.C. Department of Employment Services as youth or inclusive pre-apprentices and receive detailed instruction to gain industry-recognized credentials and on the job learning. This funding cannot be used to provide youth pre-apprentice wages.

(2) INCLUSIVE APPRENTICESHIPS (\$75,000 for a minimum of 20 enrollees)

In January 2009, the employment rate for people with disabilities was 23.1 percent, and the unemployment rate for those with disabilities was 13.2 percent. The National Longitudinal Transition Study (NLTS) indicates that employment rates vary considerably across disability categories for students with disabilities who were enrolled in special education. Youth with learning disabilities, emotional disturbances, other health impairments, or speech impairments are the most likely to be employed in 1 year (50 percent to 60 percent). For this RFA, we define inclusive as “having a physical or mental condition that limits movements, senses, or activities.” This funding cannot be used to provide inclusive pre-apprentice wages.

(3) **VETERANS APPRENTICESHIPS** *(\$60,000 for a minimum of 25 enrollees)*

In September 2019, the veteran unemployment rate dropped to 3.2 percent, down from 3.4 percent in previous months. The non-veteran unemployment rate for September 2019 was 3.4 percent. Utilizing the seasonally adjusted unemployment rate, this is the 13th consecutive month when the veteran unemployment rate was lower than the non-veteran unemployment rate.

Industries today are constantly on the lookout for talent, and our nation’s Veterans are a proven talent pool. The Department of Services places great importance on effectively serving veterans in alignment with the Veterans Priority of Service guidance. Pursuant to the requirements of section 4215 of title 38, United States Code and the WIC Policy No. 2013.005, the “priority of service” mandate with respect to any qualified USDOL employment and job training programs means that veterans and eligible spouses shall be given priority over non-covered persons for the receipt of employment, training, and placement services, notwithstanding any other provision of the law.

The following sections detail the components of a successful application.

The application should include a program narrative explaining your program model, a budget and specific plan detailing the transition process from the pre-apprenticeship program to placement into a registered apprenticeship program. The application should consist of assurances that all Workforce Innovation and Opportunity Act (WIOA) regulations and data collection methods (federal, state, and local) will be adhered too. All participants enrolled under these grants will be subject to standard performance reporting. Additionally, all funded programming must be DOES branded and in accordance with DOES standards. All applications should be submitted via the Grant Management System by 5:00 pm on February 14, 2020.

The apprenticeship intermediary initiative descriptions listed below detail the services required for this grant opportunity. Preference will be given to grant applicants that connect to and leverage existing initiatives and the framework of the DC WIOA State Plan and the WIOA statute, as referenced in each respective grant description.

Apprenticeship Intermediary Initiatives

Healthcare, Hospitality, Information Technology (IT), and Construction sectors are four of the fastest-growing industries in the District. However, these industries are experiencing gaps between open positions and qualified candidates to fill them. To this end, Apprenticeship Intermediary Initiatives’ objective is to expand the apprenticeship model to fields in growing and

emerging industries that do not typically utilize apprenticeship-training programs (for example Healthcare and Hospitality) and actively engage under-represented populations in apprenticeship.

All pre-apprentice participants must receive classroom-related instruction of at least four (4) hours per week that will include technical and theoretical subjects that will also lead to the acquisition of an industry-recognized, transferrable credential. The pre-apprenticeship program will simulate a regular apprenticeship program that prepares pre-apprentices to enter a full-time registered apprenticeship opportunity (RAP) upon completion of their training.

All participants who successfully complete the pre-apprenticeship program and meet all other requirements shall be connected to a registered apprenticeship program. WIOA candidates will be selected based on the submission of the required eligibility documents received. (*See Attachment A: WIOA Eligibility Determination Reference Sheet*).

The following tasks shall be performed by the grantee:

- Recruit and enroll the awarded service level. DOES reserves the right to deem a participant ineligible if appropriate.
- Provide instructional classes that lead to successful enrollment into a registered apprenticeship program by the date established by the industry and/or the Department of Employment Services.
- Complete all required trainings identified and requested by DOES.
- Procure and schedule pre-requisite examinations, urinalysis, background checks etc., associated with each cohort's apprenticeship union requirements.

DOES staff must receive and approve a roster of all pending participants at least five (5) business days before the start of the program.

- One week after the beginning of enrollment into the program, the Grantee shall provide an initial assessment report documenting the capability of each participant's ability to comprehend the curriculum and complete the program.
- Provide monthly progress reports on all participant activity to included but not limited to uniforms, boots, transportation assistance provided, number of credentials earned, number of participants transitioned into a registered apprenticeship program.
- Provide weekly time and attendance reports for all participants.
- Provide monthly expenditure report. This report should be provided by the 5th of each month.
- At the end of the program, the Grantee shall provide a program completion spreadsheet that documents all participants who have satisfied all requirements for the program.

- Where applicable, the Grantee shall help facilitate the scheduling, registering, and collecting all applicable certification/licensing exams, which are applicable to the course being taught. The Grantee shall provide a spreadsheet documenting all participants engaged in certification and licensing exams, which should include the status of pass or fail.
- Collect and report statistical information as requested by DOES, including individual-level data on enrollment, participant demographics, specific services provided, and participation in workshops and other program-specific related activities.
- Participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
- Collect data regarding contacts with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a quarterly basis.
- Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to DOES' Language Access Coordinator on a quarterly basis.
- Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.
- Attend and comply with all DOES meetings, onboarding trainings, and meetings held by the Office of Grants Administration and Resource Allocation.
- Connect and place 75% enrolled pre-apprentices to a registered apprenticeship opportunities.
- Demonstrate 80% measurable skills gains for all enrolled pre-apprentices.
- Procure and schedule examinations to provide appropriate credentialing/certification for that equip the pre-apprentices with the knowledge and skillset necessary to successfully enroll into an apprenticeship opportunity at the conclusion of the pre-apprenticeship training.
- Provide case management to all registered pre-apprentices.
- Provide Close-out report of all program activities at the conclusion of the performance period. No later than 30 days after the end of the performance period.
- **For youth category only:** Provide a total of at least 200 hours of youth apprenticeship skills training to include industry recognized credentials, field trips and other experiences

designed to introduce the enrolled students to apprentice able occupations. After completion, apprentices should be placed in a registered apprenticeship program.

Grantee Reporting, Deliverables and Outcomes

The required program deliverables for the target groups are described below and should be submitted in accordance with the timeline.

Reporting

The grantee shall provide the following reports to the Department of Employment Services

Reporting Requirements	Method of Delivery	Frequency
Participant Roster	Via email	5 days prior to start of program
Initial Assessment Report	Via email/hard copy	1 week after enrollment into the program
Monthly Progress Reports and Case Notes	Via email or system	Monthly by the 5th
Time and Attendance	Via email	Weekly Tuesday
Expenditure Report	Via email	Monthly by the 5th
Language Access Report	Via email	Quarterly

Deliverables

Listed in the chart below are the projected deliverables for the grant period. The grantee will be responsible for achieving the metric set forth in the “Deliverables” column.

Deliverables	Quantity	Method of Delivery	Due Date
First cohort must start on or before March 2, 2020.	-	-	March 2, 2020
Project Plan – Service Delivery Schedule	1	Via email/ Hard Copy	Upon Award
Monthly Report Documentation: <ul style="list-style-type: none"> • Certification (Credential Attainment) • Completion of Minority Youth 200 on-the-job training hours • Pre and Post Test Assessment (Measurable Skills Gain) • Proof of Placement/Registered Apprenticeship Agreement 	1	Via email/ Hard copy	Monthly (5 th of every month)
Invoice	1	Via E-Invoicing System	Monthly (5 th of every month)

Close-out Report	1	Via email	30 days after the end of the program
All apprentices must be placed into a registered apprenticeship program by June 14, 2020.	-	-	June 14, 2020

Outcomes

The grantee will be responsible for achieving the outcomes set forth in the “Target” column:

Outcomes	Target
Connect and place enrolled pre-apprentices into registered apprenticeship opportunities.	75%
Measurable skills gains for all enrolled pre-apprentices	80%
Credential Attainment (ex: OSHA etc.)	75%

Rights and Responsibilities:

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA. Additionally, Grantees shall not assign or otherwise transfer any rights, duties, obligations or interest in the Notice of Grant Award (NOGA) or arising hereunto to any person, entity or entity whatsoever without the prior written consent of DOES.

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quality and quantity of applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant’s submission.

DOES may suspend or terminate an outstanding RFA, pursuant to its own grant-making policies or any applicable federal regulation or requirement.

Anticipated Number of Awards

DOES intends to grant at least one award in each of the categories provided. DOES, however, reserves the right to make additional awards or no awards pending availability of funds and the quality and quantity of applications.

Total Amount of Funding to be Awarded

The total amount of funds DOES anticipates being available for award is \$195,000. DOES reserves the right to award partial amounts of funding based on the quality and quantity of application received.

Funding amounts are as follows:

- Minority Youth Apprenticeship: \$60,000 for a minimum of 25 enrollees;
- Veterans Apprenticeship: \$60,000 for a minimum of 25 enrollees; and
- Inclusive Apprenticeship \$75,000 for a minimum of 20 enrollees.

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.

Period of Performance

The 2019 Workforce Intermediate Initiatives Grant will operate from the date of award through September 30, 2020. DOES reserves the sole right to exercise up to three option years beyond the original period of performance contingent upon the availability of funding and satisfactory performance from the grantee. The funding amount for the option year will be determined by DOES and all terms and requirements of the original grant will apply unless modified by DOES.

Location Requirements

For the purpose of this RFA, all Applicants shall provide services in the District of Columbia and be eligible to conduct business with the Government of the District of Columbia. Each applicant must provide legal proof of ownership or occupancy.

Adequate proof of ownership or occupancy that may be submitted includes the following:

- Certificate of Occupancy issued by the Department of Consumer & Regulatory Affairs (DCRA)
- Building lease or rental agreement that is current and valid

The applicant must submit written notice of any site changes within 24 hours of the proposed change. DOES must approve any site changes, prior to the proposed change.

Grant Making Authority

Pursuant to the “Workforce Job Development Grant-Making Authority Act of 2012”, DOES shall:

- Notify the applicant, if it rejects that applicant’s proposal.
- Notify the applicant, if it selects the applicant’s proposal for funding.

Pursuant to the “Workforce Job Development Grant-Making Authority Act of 2012”, DOES may:

- Adjust the number of grant awards and grant award amounts, based on funding availability and the quality and quantity of applications.
- Accept or deny any or all applications, if DOES determines it is in its best interest to do so.
- Suspend or terminate an outstanding RFA.
- Issue addenda and/or amendments subsequent to the issuance of the RFA, or rescind the RFA.
- Conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant’s facilities are appropriate for the proposed program.
- Enter negotiations with an applicant and adopt a firm funding amount or other revision of the applicant’s proposal that may result from negotiations.

Rights and Responsibilities of DOES

- The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant’s proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making authority or any applicable federal regulation or requirement.
- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.
- The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant’s facilities are appropriate for the services intended.
- The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant’s proposal that may result from negotiations.
- The Agency may use past performance data in determining an award, if an applicant was awarded a previous grant by DOES.

Section B: General Provisions

Eligibility Information – Applicants

Applications must meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

Organizations that are eligible to apply for this grant include public and private non-profits and for-profit organizations with demonstrated effectiveness providing the requested services and meeting the needs of the target population, including:

- Non-profit, community, or faith-based organizations;
- Community colleges or other postsecondary institutions;
- Public, charter, or alternative secondary schools;
- Trade associations or chambers of commerce;
- Private, for-profit service providers; or
- Labor unions, labor-management partnerships, or registered apprenticeship programs;
- Must have a registered apprenticeship program or have partnerships with other registered apprenticeship programs.

Applicants shall be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. Each Applicant may charge to the grant award only those costs that are consistent with the allowable cost provisions of the respective Notice of Grant Award (NOGA), including the guidelines issued by DOES and all applicable federal and District laws.

All Applicants must be current on payment of all federal and District taxes, including Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.

Applicants should include assurances that all WIOA regulations and data collection methods (federal, state and local) will be adhered to.

Evaluation Criteria

Proposals will be evaluated pursuant to minimum experience and requirement of the proposal and will include a peer review process. This evaluation will include the quality and quantity of successful relevant experience as well as demonstrated level of capabilities. DOES may request further information from applicants before making a final decision.

Monitoring

Specific monitoring and progress report schedules will be established, agreed upon, and included in the NOGA. DOES staff is responsible for monitoring and evaluating the program and may also make periodic scheduled and unscheduled visits to worksite locations.

During site visits, the Grantee is required to provide access to facilities, records, participants and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine the Grantee's level of compliance with federal and/or District requirements and to identify

specifically whether the Grantee's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

Audits

Grantee shall maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DOES may have the Grantee's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to the Grantee and an overpayment is found, the Grantee shall reimburse the District for said overpayment within 30 days, after written notification.

Grantee shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this RFA.

Grantee shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records (including computer records or electronic storage media) of the Grantee that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right of access also includes timely and reasonable access to Grantees' personnel for the purpose of interviews and discussions related to such documents.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, and place of residence or business, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.

All funded entities, or contractors hired by the DOES to carry out services, programs, or activities directly to the public are required to: a) collect data regarding contact with Limited English Proficient (LEP) or Non-English Proficient (NEP) customers and report this data to DOES on a quarterly basis, b) provide oral interpretation services, c) translate vital documents, and d) train personnel on all compliance requirements outlined in District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.

Other Applicable Laws

The Grantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time. These statutes and regulations include:

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.

Section C: Application Format

Applicant Profile

The application shall include an Applicant Profile, which identifies the applicant type of organization, program service area and the amount of funds requested.

Application Summary

The application shall include an Application Summary. This section of the application must summarize the major components of the application.

Program Narrative

Applicant shall provide a full description of how the program will be carried out by responding to the application requirements in Section D. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

Past Performance

Applicant shall provide any prior awarded contract or grant, evaluations and/or data that would highlight the organization's past performance and capability of successfully completing the stated program requirements.

All applicants must submit no more than three past performance forms – using the provided template, “Attachment A”. If the applicant has received a contract/grant from the Department of Employment Services within the past three years, you must submit at least one “Attachment A” from DOES.

If your organization has not completed any outside contracts or grants for similar work, or is unable to provide three completed “Attachment A” forms, the most points an applicant can receive in this category is “9” out of the 15 available points.

Itemized Budget and Budget Narrative

Applicant shall submit an itemized budget and a budget narrative for all funds requested. The budget narrative shall serve as an independent document that clearly outlines all proposed expenditures for the grant and does not count against the page limit outlined for the program narrative. If applicant is requesting capacity-building funds, this request should be submitted with a separate budget and budget narrative from the program-funding request. Both the capacity building and the program budget narratives shall include timelines for expenditure of funds. The applicant requesting capacity-building funds shall note in the budget narrative their understanding that a program-funding award is contingent upon DOES confirming successful completion of the capacity-building activities.

Budget narratives shall detail how funds will be expended towards the program goals, as outlined in the program narrative. The budget section shall also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities. All budget narratives shall identify the average cost per participant.

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs (10% of total Direct Costs)

- Participant Stipend Payment

(See Attachment B for definitions of budget items listed above)

Food for staff or participants enrolled in the program is not an allowable expense under this grant.

Section D: Program Narrative

Program Narrative

This section applies to each of the strategic categories and is where the applicant clearly describes the proposed program in detail and includes each of the following:

Organization Profile

- State the mission of the organization.
- Describe the history of the organization (year founded and by whom) and its size (budget and staff).
- Describe your organizations staff capacity and experience to meet the specific requirements outlined in the intermediary category you are applying for.

Participant Profile

- Describe the number of participants the organization will serve under this grant.
- Describe how programming is designed to provide quality service outlined within this RFA.
- Describe the experience working with the targeted population.
- Describe the anticipated challenges and the strategies to overcome them

Program Description

- Identify and describe how the organization will deliver the desired service. (See Section A). Describe how the organization has historically provided programming or services.
- Describe how the organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three (3) individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, program and past performance evaluation, and social services planning and implementation. The

review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2.

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all, requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the Applicant's score for each criterion. The Applicant's total technical score will be determined by adding the Applicant's score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the Applicant's response as "Good," then the score for that criterion is 4/5 of 40 or 32.

Scoring Criteria

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

- Organization Profile 10 points
- Participant Profile 20 points
- Program Description 40 points
- Past Performance 15 points
- Budget and Budget Narrative 15 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> State the mission of your organization. Describe the history of your organization (year founded and by whom) and its size (budget and staff). Describe the experience your organization and staff have with delivering the proposed program Describe how your organization will meet the specific requirements/components outlined for the strategic category you are applying for. (ex. Project plan/project timeline) 	
2	Participant Profile	20
	<ul style="list-style-type: none"> Describe the category and number of participants your organization will serve under this grant. Also, describe your recruitment strategy for enrolling participants. Describe how your programming is designed to provide quality service to the participants enrolled. Describe your organizations experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them. 	
3	Program Description	40
	<ul style="list-style-type: none"> Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services. Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program? (project plans and/or timelines) Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized. 	
4	Past Performance	15
	<ul style="list-style-type: none"> The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA. The extent to which the applicant has provided prior program evaluations (attachment A) and other reviews/documentation that highlight prior success in accomplishing the goals outlined in the RFA. 	
	Budget and Budget Narrative	
5	<ul style="list-style-type: none"> The extent to which the applicant provides a clear explanation of how the budget amount is derived. The extent to which the Applicant has allocated the funds to carry-out the proposal. 	15
TOTAL POINTS		100

Section F: Application Submission Information***How to Request an Application Package***

- The application package is posted at:
 - <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>

- <https://does.dc.gov/page/grant-opportunities>
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: OGAGrants@dc.gov.

Application Preparation

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the Applicant's sole responsibility.

Submission Date and Time

In order to be considered for funding, complete applications must be received electronically via Grants Management System –

<https://jlweb.co/prod1/portal/portal.jsp?c=66176630&p=66183389&g=66183409>

Proposals submitted after 5:00 pm on February 15, 2020 will not be considered.

Section G: Award Administration Information

Award Notices

Each Applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants that are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an Applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the Applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between the Grantee and DOES will occur shortly after the NOGA is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

Appeal

Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with

the subject heading “Appeal of Grant Responsiveness Determination”. Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

If an applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

If an applicant communicates with program staff regarding an appeal of the grant award selection, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and the Grantees selected. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grantee Program Compliance

Prior to the start of the program, Grantees shall successfully complete the following:

- DOES Pre-Orientation Meeting
- DOES Pre-Site Monitoring Visit

Program Launch

Before Grantee can begin programming, they shall receive official documentation from the Office of Grants Administration and Resource Allocation and the Office of Apprenticeship, Information and Training.

Grantee Payment

The total amount of the grant award shall not exceed the amount specified within the NOGA. There are three (3) payment categories listed below each representing a specific percentage of the total grant amount:

Payment 1: Base Payment: (30%)

The base payment is contingent on successful completion of the following:

- Orientation
- Pre-Program Site Visit
- Mandatory Pre-Program Trainings (if applicable)
- Virtual One Stop (VOS) Training (if applicable)
- Security Awareness Training (PII)

Payment 2: (40%)

This payment will be issued out on a monthly cost reimbursement basis until the end of the grant period. Each month's payout will be determined by the eligible expenses and documentation provided by the grantee. Submission of monthly program report & monthly expenditure report required with invoice. Actual monthly amount will be outlined in the NOGA.

Payment 3: (30%)

This payment will be issued out on a per participant basis as documented by submission of an original copy of the earned credential and placement into an approved registered apprenticeship program as outlined in the NOGA.

If the Grantee does not comply with the NOGA, applicable federal and District laws and regulations, then the NOGA may be terminated or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

Anti-Deficiency Considerations

The Grantee shall acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Section H: Contacts

Demetries Saunders
OGAGrants@dc.gov

Section I: List of Attachments

LIST OF FORMS TO BE INCLUDED WITH SUBMISSION:

- Statement of Certification (DOES Will Provide)
- Non-Disclosure Agreement (DOES Will Provide)
- Master Supplier Form Package (DOES Will Provide)
- OSSE Certification (Credential Training Only)
- Copy of most recent and complete set of audited financial statements. If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant shall provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.)
- List of Partners and Affiliations
- List of Other Funding Sources
- Staffing Plan
- Organizational Chart
- Current Business License
- IRS W-9
- Proof of District Occupancy
- Insurance Certificate
- Resumes of Key Personnel